Setting up email:

Outlook Express.

Any pc running Windows 98 onwards should have Outlook Express already installed. Setting this up for your CADE account is a very simple process.

To set up your account you will need some basic information:

Your CADE login name,
Your REMOTE PASSWORD (not your log password see FAQ)
Your CADE email address.

You might also want to get the names of the servers you wish to connect to. This isn't too important at this stage as they are explained during the tutorial. You can find more info on what's available by clicking HERE!

Ok now that you have all the information you need let's get started............
Step 1)

Start Outlook Express from either the start menu or from a shortcut icon. Once started select Accounts from the tools menu. (Fig 1).

![Internet Accounts](image)

Fig 1

If you already have other account such as gmail or hotmail they will be displayed here. Click on add and select mail.
Step 2)

Enter the name you would like displayed when you send an email. Once selected click next.

Fig 2
Step 3)

Enter your CADE email address and click next.

Fig 3
Step 4)

Now it is time to configure your incoming and outgoing mail. CADE offers both POP and IMAP servers for incoming mail. For this tutorial I am using POP in the screenshots.

In the incoming mail filed type: pop.eng.utah.edu (if you are using imap then select it from the drop down menu and type imap.eng.utah.edu in this field)

In the outgoing mail (SMTP) type : mailgate.eng.utah.edu (use this for both POP and IMAP). Click next to move on.

Fig 4
Step 5)

Now it's time to enter your mail login details. In account name type your CADE login name. In Password enter your **REMOTE PASSWORD**. (Not your login password). Once all the info is in click next.

Fig 5
Step 6)

The account is almost setup and ready to use. Click finish.

Fig 6
Step 7)

In the accounts window highlight your CADE account and click properties. Click on the servers tab when the properties window appears. Tick the outgoing “Mail authentication” box at the bottom. Click on apply and ok then close the accounts window.

Fig 7
Step 8)

“Good News Everyone!” you have successfully configured Outlook express for your CADE email account.